

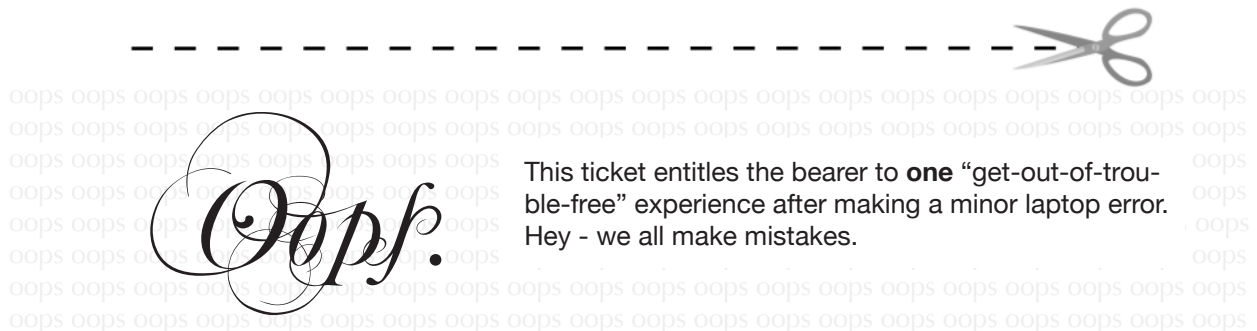
Name: _____

Nueva Acceptable Use Policy - 2008-2009

Instructions:

1. Sheet #1 - Cut off the “Oops Ticket” below to keep with you at school (see **“Oops Ticket”** section at the end of the AUP for more details).
2. Sheet #2 - Sign, and get your parent to sign, in the space at the end of the Acceptable Use Policy. **Then return Sheet #2 to Matt Levinson’s office.**
2. Sheet #3 - Keep this sheet for your records. (Duplicate copy of AUP).

Sheet 1



NUEVA ACCEPTABLE USE POLICY –2008–2009

The 1-to-1 Laptop Program is a natural extension of Nueva's history of innovation with technology and its emphasis on authentic learning experiences. Technology skills and related computer projects are integrated throughout the program.

The 1-to-1 Laptop Program removes the constraint of class periods for continuing student work, opens doors to opportunities for additional differentiation, and erases the cumbersome process of checking out and starting up computers at the beginning of class periods. When every student has a school-owned laptop, the technology moves to a more ubiquitous role and the focus can remain on curricular goals. Because all laptops are loaded with the same set of software, inequities between students for access disappear.

By signing this agreement, students agree to the safe and responsible use of the Nueva-owned laptop issued to students for use during the academic school year. Students commit to uphold the highest standards of use, regarding the following:

File Sharing. The installation and/or use of any Internet-based file-sharing programs is explicitly prohibited. File-sharing programs like Napster, Limewire, Gnutella, Kazaa, Acquisition and others are generally designed to facilitate the illegal sharing of copyrighted material (music, video, and images). Any file-sharing, including downloading music that violates copyright laws is not permitted. Any music or other commercial files downloaded to your laptop must be legally owned.

Email. We expect students to be respectful, thoughtful and careful in their use of language in communication in email. At school, students are expected to use their Nueva mail account. Students should not send chain emails to each other. Also, students should not spoof email to misrepresent the sender's name. In any exchange, it is important to be respectful and considerate of others.

Wireless Access. While on campus, students may not turn off their wireless networking (Airport), nor may they switch off of the Nueva-Secure network. We have limited network bandwidth, and students may not download large files wirelessly. If a student needs to download something large, the Tech office will help.

Games. Playing computer games without supervision or approval is not permitted. Written parent permission is required if you want the tech staff to install a game for you, and we can only install games rated T or below by the ESRB. Games that are unrated or are RP (rating pending) will be installed at the discretion of the school.

Chatting. Because of distraction and disruption to learning, students are not to join chats at school unless a teacher gives permission to use a chat as a legitimate class project.

Care. The school-issued laptops are expensive, valuable machines, and should be treated as such. Students may not remove or switch the position of any of the keys on their computer. Students may not alter or deface their computer in any way. Stickers and writing and drawing on the laptop are not permitted. If any damage occurs to a computer, students need to report it to someone in Tech immediately. Students should not eat and drink near their laptops.

Transportation and Storage. For the protection of the equipment, Nueva has provided students with a laptop case that can remain on the computer even when the computer is in use. Students should keep this case on the computer at all times. Students should not leave the computer lying around in the Middle School courtyard, or anywhere else, and definitely should not leave it on the ground. It would be very easy for someone to trip or step on it. Having it in the case will also provide some protection against damage if the student drops the computer. When carrying the computer, students should have the lid closed, the case zipped, and use two hands to make sure the computer is secure.

Supervision. Laptops can only be used in supervised areas. (Continued on reverse side)

Nueva Acceptable Use Policy - Cont'd

Security. Nueva has an administrative access password in place. Any attempt to bypass or disable network security, filtering, or similar functions can seriously compromise your own machine and places the school network at risk. Students are not permitted to have, or circumvent, the Administrator Access Password. Students are not allowed to bypass the administrative password by installing applications on their desktops. If a student wishes to install a piece of software, he or she must bring the laptop in to the Tech department for the administrative password to be typed in.

Monitoring. All activity on the Nueva Network is monitored and can be tracked and traced. This is done to protect all members of the community. Nueva has the right to review files to maintain system integrity.

Before School. Students should not use their laptops before school begins at 8:30. If they arrive in the library, they should read a book or socialize with their peers.

After School. While students are waiting to be picked up after school, they should not have their laptops open and in use.

Lunch/Recess: Students are not to use their laptops in the Cafe. We value the importance of play and students are not generally permitted to use their laptops at recess. However, once a week, a student may use his/her laptop in E101 to work on homework or school-related projects. E101 will be open and supervised for this purpose on Tuesdays, Wednesdays, and Thursdays. Once a student uses his/her laptop during one of these recesses in E101, his/her name will be crossed off the list for the week and he or she will not be able to use the laptop at recess again until the next week. Students should put the laptops in their lockers at recess and are not to leave their laptops outside in open spaces on campus.

Homework Club and Extended Day. Homework club takes place in the library and is supervised. In that space, students may use their laptops to complete homework assignments. Homework club does not meet on Tuesday and Friday. At extended day, students are expected to follow the guidelines for electronic use, as set forth by the extended day program.

Consequences. Depending on the situation, consequences may include:

- Verbal warning (use of the “Oops ticket” — see below).
- Temporary removal of the student’s laptop for the day
- Parent contact by a staff member, usually in the form of an email.
- Reimaging of the laptop.
- Loaner status, which means that the student may only check out a laptop from the tech office to use the laptop for a specific classroom project.
- Increased monitoring, if there is a pattern of misuse.
- Suspension from school

Your “Oops Ticket.” This ticket entitles each student to **one** “get out of trouble free” warning after making a minor laptop error, such as walking around with a laptop open. If you make a mistake, and it’s your first time, just stop doing whatever was causing the violation, give your “Oops” ticket to the teacher or staff member who pointed it out, and you can keep your laptop for the day with no other consequences. The teacher will take your ticket to the Tech Staff later to make a note of it. If you make a first time mistake, but you’ve lost your Oops Ticket, go to the Tech Office, and they will check their records, and let you go without further consequences if it is your first time.

Student Name (print): _____

Student Signature and Date: _____

Parent/Guardian Name (print): _____

Parent Signature and Date: _____

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